

January 14, 1998

**MAJOR CONSTRUCTION LIAISON WITH PARALYZED
VETERANS OF AMERICA (PVA)**

1. PURPOSE: This Veterans Health Administration (VHA) Directive establishes procedures for coordinating major Spinal Cord Injury Unit (SCIU) projects with the Paralyzed Veterans of America (PVA) and ensuring ongoing communications between the Office of Facilities Management (FM) and PVA.

2. POLICY: The Chief FM Officer (18) has overall liaison responsibility with PVA, whose point of contact will be the National Architecture Director. The Chief FM Officer liaison responsibility includes resolving policy level issues and ensuring that appropriate coordination is provided by FM staff. The Director, Facilities Quality Office (187), is the liaison for issues of a generic nature that are not related to a specific project. Project specific liaison, as outlined in the next section, is the responsibility of the FM project manager.

3. ACTION

a. **Responsibilities**

(1) The appropriate project manager has primary responsibility for liaison with PVA on project specific issues. The project manager should provide information as requested by PVA and provide for PVA involvement in the project to the extent requested by PVA. The Project Manager will ensure that:

(a) FM representatives and appropriate VHA program staff will meet with PVA early in project development to solicit information and discuss conceptual approaches and space. PVA will be provided with design program documents, which include space summaries and functional narrative.

(b) PVA is notified of site visits, project design reviews, final inspections, and given the opportunity to participate.

(c) PVA is provided with schematic design documents, design development documents and construction documents for SCIU projects.

(d) PVA is notified of any major functional changes or problems that are identified during design or construction.

(2) If PVA representatives have comments regarding the design, the comments should be provided in writing to the extent possible.

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b. Reporting Requirements

(1) FM will provide PVA with a quarterly listing of all major SCIU projects and other projects with SCIUs in them.

(2) The Director, Program Planning and Coordination Service (182), will be responsible for preparing these reports based on information provided by the responsible offices.

4. REFERENCES: None.

5. FOLLOW-UP RESPONSIBILITY: Director, Western Area Project Office (186), is responsible for the contents of this Directive.

6. RESCISSIONS: None. This VHA Directive expires January 14, 2003.

S/ by Thomas Garthwaite, M.D. for
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